

# Subsidized Guardianship Amended Agreement


**Note:** To create a Subsidized Guardianship Amended Agreement, assignment to the case is needed.

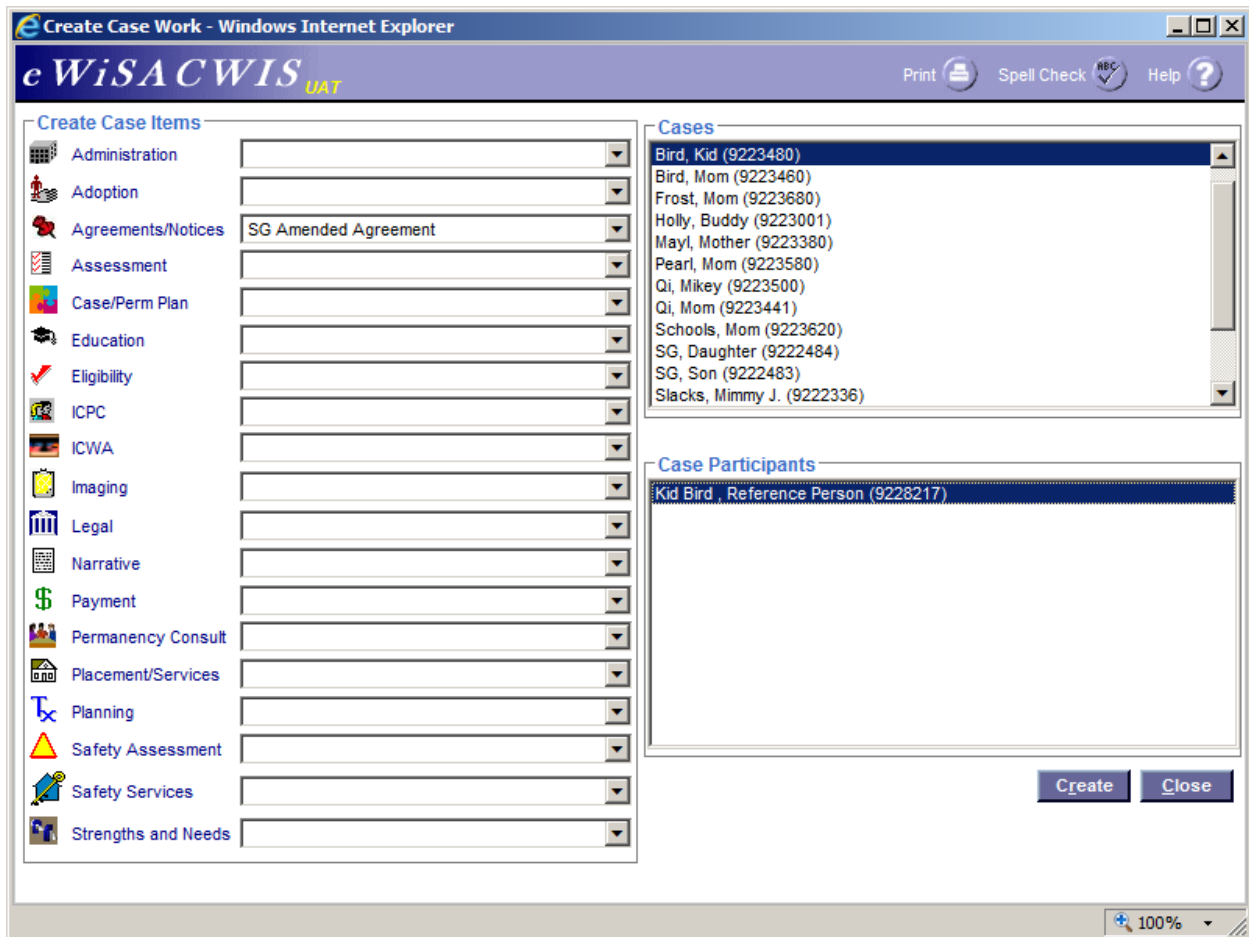
**Note:** In order to be eligible for a Subsidized Guardianship Amended Agreement, an SG Provider must be a Level 2 or higher.

## Creating a Subsidized Guardianship Amended Agreement

Please see the following sections of this guide as they are referenced in this process.

- **Creating/Associating an Image for a Subsidized Guardianship Amended Agreement**
- **Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement**

1. From the desktop, select Create > Case Work or click the Case Work hot button  to open the Create Case Work page.
2. On the Create Case Work page go to the Agreements/Notices drop-down, and select 'SG Amended Agreement'. Select the case and participant and click Create to open the SG Amended Agreement page.



3. On the Amended Agreement page, enter the Amended Agreement Request Received in the Documentation group box and associated image.

SG Amended Agreement - Windows Internet Explorer

**eWiSACWIS UAT** TM Print Spell Check ABC Help ?

**Basic**

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 11

**Amended Agreement Details** Confirmation of Needs CANS

**Documentation**

Type	Date Sent/Received	Image/Document	
<div>Amended Agreement Request Received Request for Documentation Sent Requested Documentation Received</div>			<a href="#">Delete</a>

[Insert](#)

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
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[Insert](#)

**Subsidized Guardianship Agreement Information**

Date of Agreement: 06/12/2012 Basic Amount: \$220.00

Options:  [Go](#) [Save](#) [Close](#)

100%

**Note:** Documents listed in the Type drop-down in the Documentation group box are restricted prior to consultation with a supervisor and entry of the Supervisory Review Date and Supervisor Name in the Decision group box. See the Documentation Types section of this guide for more information.

**Note:** The Amended Agreement Request Received is required in order to send the Amended Agreement for approval.

4. When completed, images and [Text](#) templates created are associated to the Amended Agreement.

SG Amended Agreement - Windows Internet Explorer

**eWiSACWIS** UAT TM Print Spell Check Help

**Basic**  
Case: [Bird\\_Kid \(9223480\)](#) Person: [Bird\\_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 11

**Amended Agreement Details** **Confirmation of Needs CANS**

**Documentation**

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	02/03/2014	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Imaging Search</a>

[Insert](#)

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
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[Insert](#)

**Subsidized Guardianship Agreement Information**

Date of Agreement: 06/12/2012 Basic Amount: \$220.00

Options:  [Go](#) [Save](#) [Close](#)

100%

5. Next, enter Child Abuse and Neglect Background Check(s) by either:
  - Entering information on an existing, valid background check already in eWiSACWIS
  - Entering information for a background check Requested/Completed outside of eWiSACWIS

Click Insert in the Child Abuse and Neglect Background Check(s) group box. Select an option from the Location drop-down field.

6. If the Location is eWiSACWIS, document the Requested/Completed and the Substantiation(s) field (no Received date is required).
7. If the Location is a county, Out of State, or Out of Country, enter the date the request was sent. When the background check is returned, enter the date Received and Substantiation(s) information. Click the [Imaging Search](#) hyperlink to add the Background Check image.

**Basic**  
 Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 11

**Amended Agreement Details** | **Confirmation of Needs CANS**

**Documentation**

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	02/03/2014	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Imaging Search</a>
Request for Documentation Sent	03/03/2014	<a href="#">Text</a> <a href="#">Delete</a>

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
eWiSACWIS	00/00/0000	00/00/0000	Pending (default)	N/A <a href="#">Delete</a>
Milwaukee	00/00/0000	00/00/0000	Pending (default)	<a href="#">Delete</a> <a href="#">Imaging Search</a>

**Subsidized Guardianship Agreement Information**  
 Date of Agreement: 06/12/2012 Basic Amount: \$220.00

Options:  [Go](#) [Save](#) [Close](#)

**Note:** At least one background check row must be documented in order to send the Amended Agreement for approval.

8. The Subsidized Guardianship Agreement Information group box prefills information from the original agreement: Date of Agreement, associated Provider hyperlink, Basic Amount, Supplemental Amount, Exceptional Amount, and total Agreement Amount.

9. When first opening the Amended Agreement page, Supplemental Points and the Supplemental Rate pre-fill from the original agreement to the Requested Supplemental (CANS) group box. The Amended Agreement Amount Information group box also initially defaults to the original Agreement Amount and shows \$0.00 for the Additional Amount.

**Note:** Information will be updated upon completion of the Confirmation of Needs CANS.

10. Under the Amended Agreement Information group box, enter the date the Amended Agreement should start in the Effective Date. Click the Confirmation of Needs CANS tab.

**Note:** If the Amended Agreement decision is 'Approved', the Effective Date should be the 1<sup>st</sup> of the month following receipt of the signed Amended Agreement. If necessary, this date can be updated prior to sending the Amended Agreement for final approval.

**Note:** After an Effective Date is entered and saved, the Estimated End Date will automatically prefill 1 day prior to the date of the following year.

11. The Confirmation of Needs CANS is comprised of items relevant to determining the supplemental rate, and are based on the current age of the child as of the date entered for the Amended Request Received. Previous ratings from either the Original or Previous Amended Agreement prefill.

Update the rating for each applicable item. Click Save when finished.

The screenshot shows a web browser window titled "eSG Amended Agreement - Windows Internet Explorer". The application is "eWiSACWIS UAT". The "Basic" tab is active, showing Case: Bird\_Kid (9223480), Person: Bird\_Kid (9228217), DOB: 10/10/2002, and Age: 11. The "Confirmation of Needs CANS" tab is selected. A legend indicates: 0 = no evidence, 1 = mild, 2 = moderate, 3 = severe. A link for "Manuals and Glossary of Terms" is available. The "Emotional" section contains the following items:

					Original Agreement	Previous Amended Agreement
Adjustment to Trauma	0. <input checked="" type="radio"/> 1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	0	N/A		
<a href="#">Notes</a>						
Traumatic Grief/Separation	0. <input type="radio"/> 1. <input type="radio"/> 2. <input checked="" type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	2	N/A		
<a href="#">Notes</a>						
Intrusions	0. <input checked="" type="radio"/> 1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	0	N/A		
<a href="#">Notes</a>						
Attachment	0. <input type="radio"/> 1. <input type="radio"/> 2. <input checked="" type="radio"/> 3. <input type="radio"/>	<a href="#">Details</a>	2	N/A		
<a href="#">Notes</a>						

Options: Child and Adolescent Needs and Strengths (CANS) 5-17 Amendment Confirmation of Needs SG [Go](#) [Save](#) [Close](#)

12. Select 'Child and Adolescent Needs and Strengths (CANS)' from the Options drop-down and click Go to launch the template.

13. Print the template and click Close & Return to eWiSACWIS to return to the Confirmation of Needs CANS tab of the agreement.

9232815.0.rtf [Compatibility Mode] - Microsoft Word

File eWiSACWIS Y1

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

### Child and Adolescent Needs and Strengths (CANS) 5-17 Amendment Confirmation of Needs Subsidized Guardianship

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Name – Child / Youth <b>Bird, Kid</b>		DOB <b>10/10/2002</b>
Effective Date <b>02/01/2014</b>	Age at Time of Assessment <b>11</b>	Name – Guardian <b>Smith, Granny</b>

EMOTIONAL	0	1	2	3
Adjustment to Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Traumatic Grief / Separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intrusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dissociation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Eating Disturbance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Psychosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Somatization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavioral Regression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affect Dysregulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Injurious Behavior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Self Harm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exploited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL	0	1	2	3
Developmental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Cognitive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Autism Spectrum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Self-Care Daily Living	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Life Threat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Chronicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Diagnostic Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Emotional Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Impairment in Functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Treatment Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Intensity of Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Organizational Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daily Functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Life Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEHAVIORAL	0	1	2	3
Living Situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Peer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Seriousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Arrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Community Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Legal Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Peer Influences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page: 1 of 1 Words: 507 100%

14. Click the Amended Agreement Details tab. Verify the changes to the Supplemental Points and Supplemental Rate in the Requested Supplemental (CANS) group box.

The screenshot displays the 'eWiSACWIS UAT' web application in a Windows Internet Explorer browser window. The page title is 'eSG Amended Agreement - Windows Internet Explorer'. The application header includes the 'eWiSACWIS UAT' logo and navigation links for 'TM', 'Print', 'Spell Check', and 'Help'. Below the header, a 'Basic' section contains fields for 'Case: Bird\_Kid (9223480)', 'Person: Bird\_Kid (9228217)', 'DOB: 10/10/2002', and 'Age: 11'. The main content area features two tabs: 'Amended Agreement Details' (selected) and 'Confirmation of Needs CANS'. The 'Amended Agreement Details' tab is divided into three sections: 1. 'Subsidized Guardianship Agreement Information' with fields for 'Date of Agreement: 06/12/2012', 'Provider: Smith, Granny (9221665)', and a table showing 'Basic Amount: \$220.00', 'Supplemental Amount: \$168.00', 'Exceptional Amount: \$0.00', and 'Agreement Amount: \$388.00'. 2. 'Requested Supplemental (CANS)' with fields for 'Supplemental Points: 38' and 'Supplemental Rate: \$304.00'. 3. 'Amended Agreement Information' with fields for 'Effective Date: 02/01/2014', 'Estimated End Date: 01/31/2015', 'Actual End Date: 00/00/0000', 'Additional Amount: \$136.00', and 'Amended Agreement Amount: \$524.00'. Below these is a 'Decision' section with fields for 'Supervisory Review Date: 03/03/2014', 'Supervisor Name: Worker Bee', 'Decision:' (a dropdown menu), and 'Decision Reason:' (a dropdown menu). At the bottom, there is a 'Comments' text area and an 'Options:' dropdown menu set to 'Approval'. Navigation buttons include 'Go', 'Save', and 'Close'. The browser status bar at the bottom right shows '100%' zoom.

15. In the Decision group box, enter the Supervisory Review Date. The Supervisor Name will prefill with the worker's supervisor.

16. Select the appropriate options for the Decision and Decision Reason fields.



17. If the decision is 'Approved', insert and generate the Notice of Approval and Amended Agreement Sent in the Documentation group box, and click Save.

SG Amended Agreement - Windows Internet Explorer

**eWiSACWIS** UAT

Basic

Case: [Bird\\_Kid\\_\(9223480\)](#) Person: [Bird\\_Kid\\_\(9228217\)](#) DOB: 10/10/2002 Age: 11

Amended Agreement Details Confirmation of Needs CANS

Documentation

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received	02/03/2014	Edit	Delete Imaging Search
Request for Documentation Sent	03/03/2014	Text	Delete
Notice of Approval and Amended Agreement Sent	03/05/2014	Text	Delete

Insert

18. Once the signed Amended Agreement is returned from the guardian(s) and is signed by the Authorized Department Representative, it can be added to the Amendment Documentation group box by inserting a Type of 'Finalized Amended Agreement' and creating the image through Imaging Search.

SG Amended Agreement - Windows Internet Explorer

**eWiSACWIS** UAT

Basic

Case: [Bird\\_Kid\\_\(9223480\)](#) Person: [Bird\\_Kid\\_\(9228217\)](#) DOB: 10/10/2002 Age: 11

Amended Agreement Details Confirmation of Needs CANS

Documentation

Type	Date Sent/Received	Image/Document	
Request for Documentation Sent	03/03/2014	Text	Delete
Notice of Approval and Amended Agreement Sent	03/05/2014	Text	Delete
Finalized Amended Agreement			Delete Imaging Search

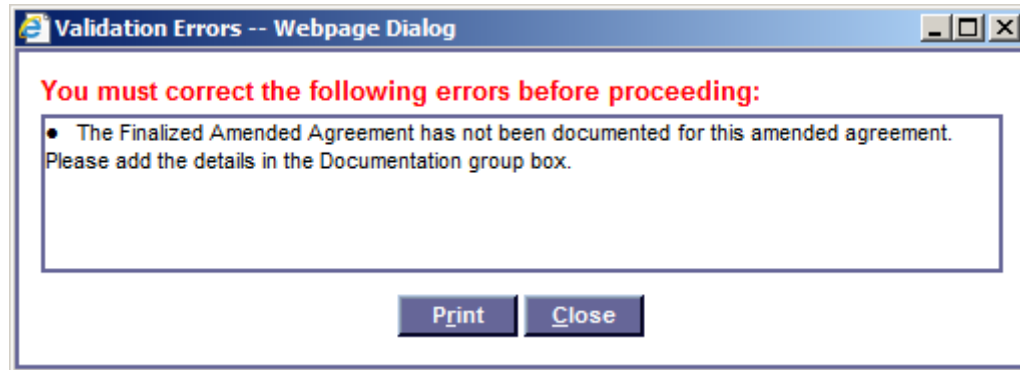
Insert

**Note:** Verify the Effective Date entered in the Amended Agreement Information group box is the 1<sup>st</sup> of the month following receipt of the signed Amended Agreement. If the date is different, update accordingly.

19. If the decision is 'Denied', insert and generate the Notice of Denial document in the Documentation group box.

20. To approve the Amended Agreement, select 'Approval' from the Options drop-down and click Go. On the Approval History page, select the Approve radio button then click Continue. Click Save on the Amended Agreement page to complete and send the approval.

**Note:** If the Finalized Amended Agreement image has not been added for an Approved Amendment, the following error will appear when sending for approval. Add the Finalized Amended Agreement and resend the approval.



21. Upon final approval, the Amended Agreement will become read only (except for Override group boxes). The [Edit](#) and [Text](#) hyperlinks will change to [View](#) hyperlinks.
22. The Child Specific Rate for the Subsidized Guardianship Service will automatically update with the new Amended Agreement Amount. The rate Effective Date is the month and year the new payment rate will be generated for the Service.
23. A link to the SG Amended Agreement will display under the original Subsidized Guardianship Agreement on the case outliner.

## Documentation Types

Documentation Types associated to a Subsidized Guardianship Amended Agreement are designated as either an image that is scanned and loaded into eWiSACWIS, or a template that can be created and launched from the Amended Agreement page.

Documents listed in the Type drop-down in the Documentation group box are restricted prior to consultation with a supervisor and entry of the Supervisory Review Date and Supervisor Name in the Decision group box.

**Prior to** consultation and entry, the following document types are available to enter:

- Amended Agreement Request Received (Image) – initial request from guardian(s). Required for both ‘Approved’ or ‘Denied’ Amendments.
- Request for Documentation Sent (Template) – sent if information is incomplete.
- Requested Documentation Received (Image) – records response from the Request for Documentation Sent.

**After** consultation and entry, the following document types are available to enter:

- Finalized Amended Agreement (Image) – final, signed Amended Agreement. Required for ‘Approved’ Amendments.
- Notice of Approval and Amended Agreement Sent (Template) – sent if Amendment decision is Approved. Required for ‘Approved’ Amendments.
- Notice of Denial Sent (Template) - sent if Amendment decision is Denied. Required for ‘Denied’ Amendments.

## Creating/Associating an Image for a Subsidized Guardianship Amended Agreement

This section walks through how an image is added to the Documentation group box on the Amended Agreement. See the Imaging Quick Reference Guides for more information on adding images.

1. If a blank document row is not available, click Insert in the Documentation group box to add a row.
2. Select the name of the document in the Type drop-down of the Documentation group box.

**eWiSACWIS UAT**

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 11

**Amended Agreement Details** | Confirmation of Needs CANS

**Documentation**

Type	Date Sent/Received	Image/Document	
<input type="text"/>			<a href="#">Delete</a>
<div>Amended Agreement Request Received Request for Documentation Sent Requested Documentation Received</div>			

[Insert](#)

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
<div></div>				

[Insert](#)

**Subsidized Guardianship Agreement Information**

Date of Agreement: 06/12/2012 Basic Amount: \$220.00

Options:  [Go](#) [Save](#) [Close](#)

**Note:** The Finalized Amended Agreement (image) document Type becomes available to document upon entry of the Supervisory Review Date and Supervisor Name in the Decision group box.

3. Selecting a documentation Type that is an image will automatically display an [Imaging Search](#) hyperlink beside the row. Click the hyperlink to launch the Imaging Search page.

The screenshot shows a web browser window titled "SG Amended Agreement - Windows Internet Explorer". The application header is "eWiSACWIS UAT" with navigation links for TM, Print, Spell Check, and Help. Below the header, a "Basic" section contains fields for Case: Bird\_Kid (9223480), Person: Bird\_Kid (9228217), DOB: 10/10/2002, and Age: 11. Two tabs are visible: "Amended Agreement Details" and "Confirmation of Needs CANS". The "Documentation" section is active, displaying a table with columns: Type, Date Sent/Received, Image/Document, and an action column. A single row is shown with "Amended Agreement Request Received" in the Type column. The action column contains a "Delete" link and an "Imaging Search" link. Below the table, there is an "Imaging Search" button and an "Insert" button.

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received			<a href="#">Delete</a> <a href="#">Imaging Search</a>

[Imaging Search](#)

[Insert](#)

**Note:** A [Delete](#) hyperlink is also available to remove a row entered in error and is available until supervisory approval of the Amended Agreement.

4. On the Imaging Search page the Category, Type, and child listed on the agreement for Participants are default selected. Imaging Search Start and End Dates default (today's date to a year prior), but can be modified to expand or narrow a search. Existing eWiSACWIS images that fall within these criteria display under the Results.

**Note:** When the Imaging Search page is launched for a background check, all Categories are selected by default to ensure all images are displayed for the date range.

5. If listed, select the corresponding radio button on the image row and click Continue to associate it to the Amended Agreement.

**Imaging Search -- Webpage Dialog**

**eWiSACWIS UAT**

Print Spell Check ABC Help ?

**Search Criteria**

Search by:  Name: Bird, Kid (9223480) Start Date: 03/06/2013 End Date: 03/06/2014

Category:  Type:  Participants:

Assets and Income  
Education  
ICWA  
Independent Living  
Legal Document

Background Check  
BadgerCare+/MedicaidHealthIns (F-10115)  
Exhibits  
Finalized Amended Agreement  
Guardianship Order

Hold down the 'Ctrl' key for multi-selection

**Search**

**Results**

Category	Type	Participant	Date	File Name
<input checked="" type="radio"/> Amended Agreement	Amended Agreement Request Received	Bird, Kid	02/03/2014	<a href="#">SG Amended Agreement Request.jpg</a> <a href="#">Edit</a>

Record 1 to 1 of 1

**Create Continue Close**

6. If no images are found or the image is not already listed under the Results, add a new image by clicking Create which opens the Imaging pop-up page.
7. On the Imaging pop-up page, enter the Date of Document. The Category, Type, and Participant are defaulted. Click Browse to attach the image. When complete, click Save. Click Close to return to the Imaging Search page.

The screenshot shows a web application window titled "Imaging -- Webpage Dialog". The header bar includes the "eWiSACWIS UAT" logo and navigation links for "Print", "Spell Check", "Help", and a "REC" status indicator. The main content area is divided into two sections: "Case Details" and "Image Details".

**Case Details:**

- Case: Bird, Kid (9223480)
- Worker: Worker Bee

**Image Details:**

- Date of Document: 02/03/2014
- Category: Amended Agreement
- Type: Amended Agreement Request Received (dropdown menu)
- File Name: SG Amended Agreement Request.jpg [View](#)
- Comments: Add comments here... (text area)
- Participants: Bird, Kid (Reference Person) (list box)
- Buttons: Browse..., Delete

At the bottom of the dialog are three buttons: Create, Save, and Close.

8. The new image is now listed in the Results section. Select the corresponding radio button on the image row and click Continue to associate and return to the Amended Agreement page.

Imaging Search -- Webpage Dialog

**eWiSACWIS<sup>UAT</sup>** Print Spell Check Help

**Search Criteria**

Search by:  Name: Bird, Kid (9223480) Start Date: 03/03/2013 End Date: 03/03/2014

Category:  Type:  Participants:

Assets and Income  
Education  
ICWA  
Independent Living  
Legal Document

AA Forms Checklist  
AA High School Form  
AA Payment Summary  
Health Insurance Form  
Special Needs  
Amended Agreement Request Received

Hold down the 'Ctrl' key for multi-selection

**Results**

Category	Type	Participant	Date	File Name
<input checked="" type="radio"/> Amended Agreement	Amended Agreement Request Received	Bird, Kid	02/03/2014	<a href="#">SG Amended Agreement Request.jpg</a> <a href="#">Edit</a>

Record 1 to 1 of 1



9. The image is now associated to the Amended Agreement. Click Save.

SG Amended Agreement - Windows Internet Explorer

**eWiSACWIS UAT** TM Print Spell Check Help

**Basic**  
Case: [Bird\\_Kid \(9223480\)](#) Person: [Bird\\_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 11

**Amended Agreement Details** Confirmation of Needs CANS

**Documentation**

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	02/03/2014	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Imaging Search</a>

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
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**Subsidized Guardianship Agreement Information**  
Date of Agreement: 06/12/2012 Basic Amount: \$220.00

Options:  [Go](#) [Save](#) [Close](#)

100%

**Note:** [Edit](#) & [Delete](#) hyperlinks are available on a documentation row to change or remove images, but are only available prior to approval of the agreement. After approval, a [View](#) hyperlink is available to view the image.

## Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement

This section walks through how a text template is created from the Documentation group box on an Amended Agreement.

1. If a blank document row is not available, click Insert in the Documentation group box to add a row.
2. Select the name of the document in the Type drop-down of the Documentation group box.

The screenshot shows the eWiSACWIS UAT web application interface. The top navigation bar includes the logo and links for TM, Print, Spell Check, and Help. The main content area is divided into several sections. The 'Basic' section at the top displays case information: Case: Bird\_Kid (9223480), Person: Bird\_Kid (9228217), DOB: 10/10/2002, and Age: 11. Below this, the 'Amended Agreement Details' tab is active, showing a 'Documentation' section with a table. The table has columns for Type, Date Sent/Received, and Image/Document. The first row is 'Amended Agreement Request Received' with a date of 02/03/2014 and links for Edit, Delete, and Imaging Search. The second row is 'Request for Documentation Sent' with a red 'Text' button and a 'Delete' link. An 'Insert' button is located at the bottom right of the table. Below the table is the 'Child Abuse and Neglect Background Check(s)' section, which is currently empty and has an 'Insert' button. At the bottom of the page is the 'Subsidized Guardianship Agreement Information' section, showing 'Date of Agreement: 06/12/2012' and 'Basic Amount: \$220.00'. The 'Options' dropdown menu is set to 'Go', and 'Save' and 'Close' buttons are at the bottom right.

**Note:** The text templates Notice of Approval and Amended Agreement Sent and the Notice of Denial Sent become available to document upon entry of the Supervisory Review Date and Supervisor Name in the Decision group box.

3. Selecting a text template documentation Type will automatically display a [Text](#) hyperlink in the Image/Document column. First, save the page. Then click the hyperlink to launch the Forms pop-up page.

SG Amended Agreement - Windows Internet Explorer

**eWiSACWIS UAT** TM Print Spell Check Help

Basic

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 11

Amended Agreement Details Confirmation of Needs CANS

Documentation

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	02/03/2014	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Imaging Search</a>
Request for Documentation Sent	02/03/2014	<a href="#">Text</a> <a href="#">Delete</a>

[Launch Text](#) [Insert](#)

**Note:** A [Delete](#) hyperlink is also available to remove a row entered in error and is available until supervisory approval of the Amended Agreement.

4. On the Forms pop-up page, select the document from the Options drop-down and click Go to launch the template.

Forms -- Webpage Dialog

**eWiSACWIS UAT** TM Print Spell Check Help

General Information

Case: Bird, Kid

Category: Amended Agreement

Document: Request for Additional Information for Amendment for Subsidized Guardianship

Options: [Text](#) [Request for Additional Information for Amendment for Subsidized Guardianship](#)

[Go](#) [Save](#) [Close](#)

5. Enter any applicable information on the template. Print and click Close and Return to eWiSACWIS to return to the Forms pop-up page.

9232813.0.rtf [Compatibility Mode] - Microsoft Word

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

DEPARTMENT OF CHILDREN AND FAMILIES  
Division of Safety and Permanence

**Request for Additional Information for Amendment for Subsidized Guardianship**

☒ 1<sup>st</sup> Notice ☐ 2<sup>nd</sup> and Final Notice

Today's Date 03/03/2014	Name - Agency Agency Name
Name - Child (Last, First, MI) Bird, Kid	Birthdate - Child 10/10/2002
Name - Guardian (Last, First, MI) Smith, Granny	

6. On the Forms pop-up page, click Save. Click Close to return to the Amended Agreement page.

7. On the Amended Agreement page, the Date Sent/Received prefills with the date printed and the template is linked to the Amended Agreement. Click Save.

SG Amended Agreement - Windows Internet Explorer

**eWiSACWIS UAT** TM Print Spell Check Help

**Basic**

Case: [Bird\\_Kid \(9223480\)](#) Person: [Bird\\_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 11

**Amended Agreement Details** | **Confirmation of Needs CANS**

**Documentation**

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received	02/03/2014	<a href="#">Edit</a>	<a href="#">Delete</a> <a href="#">Imaging Search</a>
Request for Documentation Sent	03/03/2014	<a href="#">Text</a>	<a href="#">Delete</a>

[Insert](#)

**Child Abuse and Neglect Background Check(s)**

Location	Requested/Completed	Received	Substantiation(s)	Image
----------	---------------------	----------	-------------------	-------

[Insert](#)

**Subsidized Guardianship Agreement Information**

Date of Agreement: 06/12/2012 Basic Amount: \$220.00

Options:  [Go](#) [Save](#) [Close](#)

100%

**Note:** Once a text template is created for an Amended Agreement, a [Delete](#) hyperlink is available to remove the document prior to approval of the agreement. After approval, the template is frozen and viewable by clicking the [View](#) hyperlink.

## Documenting an Amended Agreement Override

Certain elements of an Amended Agreement can be overridden after final approval.

Please see the following sections of this guide as they are referenced in this process.

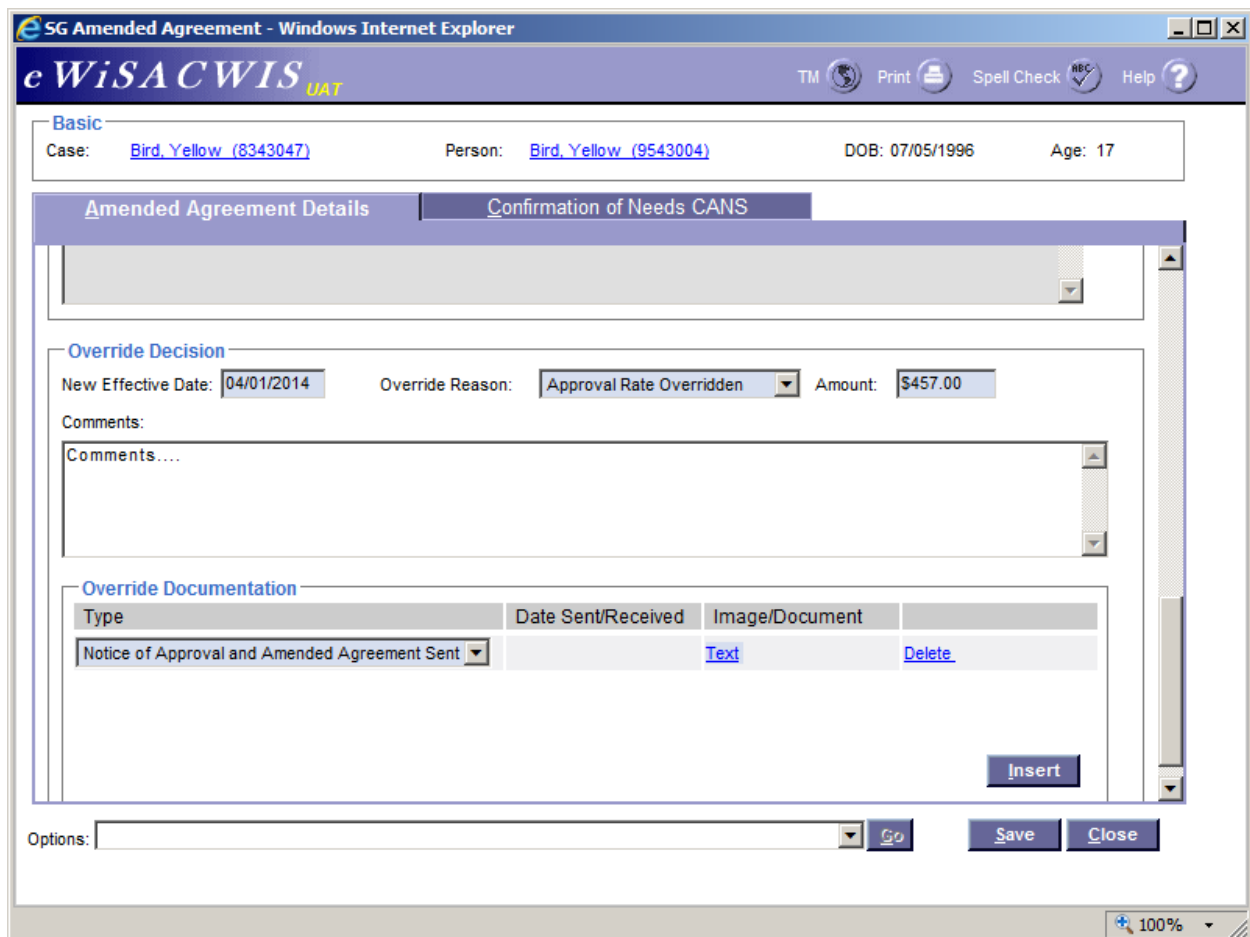
- **Creating/Associating an Image for a Subsidized Guardianship Amended Agreement**
- **Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement**

When an Amended Agreement Decision is 'Approved' the Effective Date and Amended Agreement Amount can be overridden.

1. Click the desktop hyperlink of Amended Agreement to override.



2. Scroll to the Override Decision group box. Enter a date in the New Effective Date field. Select an Override Reason from the drop-down. Enter a value in the Amount field.



Type	Date Sent/Received	Image/Document
Notice of Approval and Amended Agreement Sent		Text <a href="#">Delete</a>

3. Add supporting documentation by clicking Insert in the Override Documentation group box. Select the document from the Type dropdown and associate the appropriate document type (image or text template). Repeat steps to add additional documents.
4. Click Save when all Override information is entered. Send the Overridden Amended Agreement for Approval.

The screenshot shows the 'eWiSACWIS UAT' web application in a Windows Internet Explorer browser. The page title is 'SG Amended Agreement - Windows Internet Explorer'. The application header includes the 'eWiSACWIS UAT' logo and navigation links: TM, Print, Spell Check, and Help. The 'Basic' section displays case information: Case: Bird, Yellow (8343047), Person: Bird, Yellow (9543004), DOB: 07/05/1996, and Age: 17. Below this are two tabs: 'Amended Agreement Details' and 'Confirmation of Needs CANS'. The 'Override Decision' section contains fields for 'New Effective Date' (04/01/2014), 'Override Reason' (Approval Rate Overridden), and 'Amount' (\$457.00). A 'Comments' text area is also present. The 'Override Documentation' section features a table with columns 'Type', 'Date Sent/Received', and 'Image/Document'. The table contains one entry: 'Notice of Approval and Amended Agreement Sent' with a date of '03/06/2014' and a 'View' link. An 'Insert' button is located at the bottom right of this section. At the very bottom of the page, there are 'Options', 'Go', 'Save', and 'Close' buttons.

5. Upon approval, fields in the Appeals Override Decision group box become frozen. The new amount entered in the Override Decision group box, updates the Child Specific Costs and is reflected on the Rate History of the Subsidized Guardianship Service.

[Bird, Yellow \( 8343047 \)](#) [Actions](#)  
 Subsidized Guardianship 02/01/2013 Bee, Worker Walworth - WCDHHS 2812 School Street , East  
 Troy, WI 53120  
 Agreements and Notices  
[Images \(2\)](#)  
[Subsidized Guardianship Agreement - \\$366.00](#)  
 02/01/2013 Bird, Yellow  
[SG Amended Agreement - \\$457.00](#)  
 04/01/2014 Bird, Yellow Approved

When an Amended Agreement Decision is 'Denied'

6. An Override Decision can be documented for an approved 'Denied' Amended Agreement. On the Amended Agreement, select 'Denial Overturned' for the Override Reason. The Amount field will be disabled as the child specific rate is not updated for denied records. When a denied Amended Agreement is overridden, eWiSACWIS allows for the creation of a subsequent Amended Agreement without having to wait a year from the Effective Date.

The screenshot shows a web application interface with two tabs: 'Amended Agreement Details' (active) and 'Confirmation of Needs CANS'. Below the tabs is a search bar. The 'Override Decision' section contains the following fields:

- New Effective Date:** 03/01/2014
- Override Reason:** Denial Overturned (selected from a dropdown menu)
- Amount:** \$0.00 (disabled field)
- Comments:** A text area with the placeholder text 'Comments...'